

# Organization and Functions - CIA

*Excluded*

*See General Order 5 Oct 49  
for certain revisions*

THE ORGANIZATION AND FUNCTIONS OF CIA AND ITS COMPONENTS STATED IN THIS PUBLICATION ARE APPROVED AND WILL GO INTO EFFECT AS A GOVERNING DIRECTIVE FOR THE CENTRAL INTELLIGENCE AGENCY ON 1 JANUARY 1949.

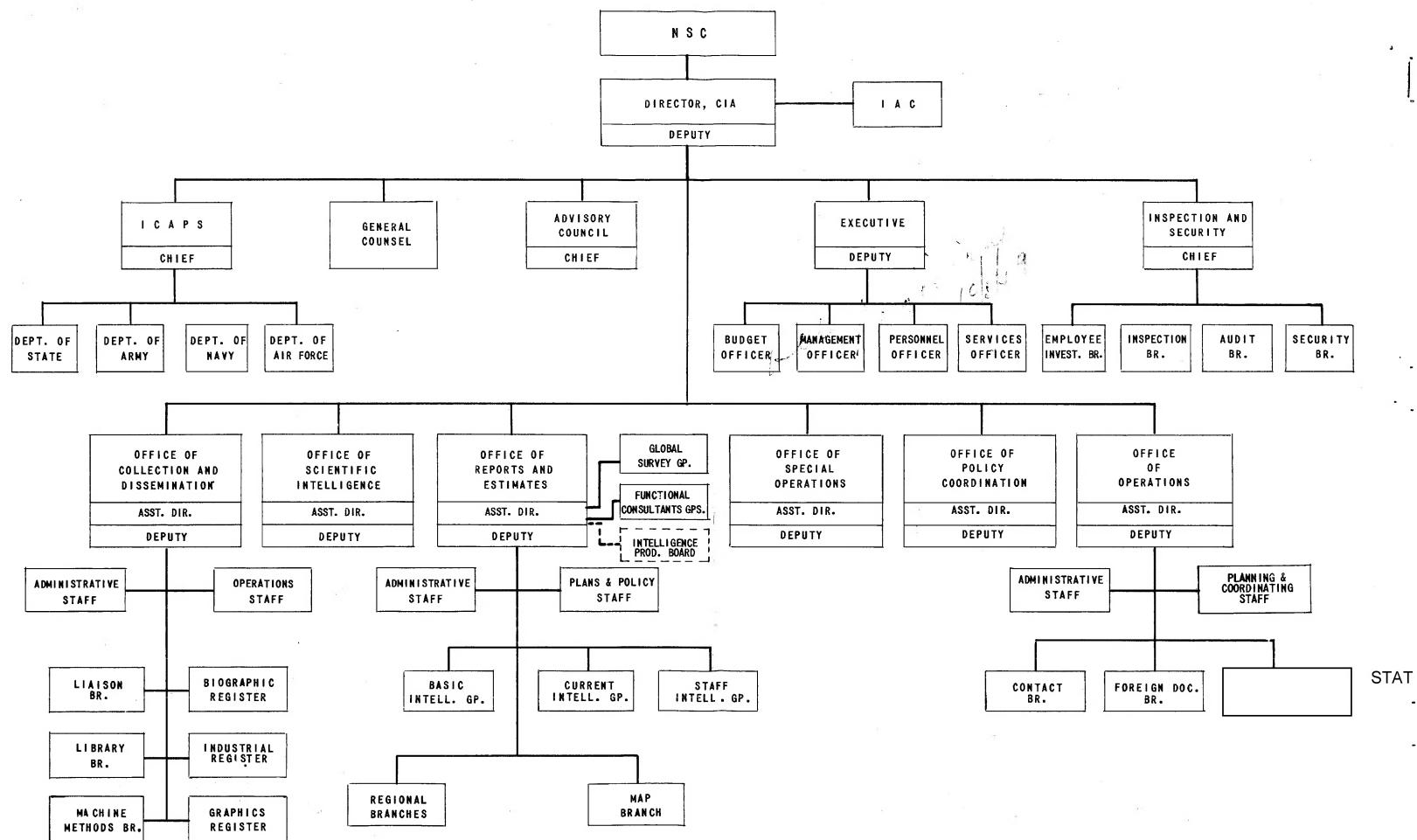
ALL PREVIOUS ORGANIZATION CHARTS, STATEMENTS OF FUNCTIONS, AND OTHER SIMILAR DIRECTIVES, WHICH ARE IN CONFLICT WITH THIS DIRECTIVE ARE RESCINDED EFFECTIVE 1 JANUARY 1949.

THESE CHARTS WILL NOT BE REPRODUCED IN WHOLE OR IN PART NOR DISTRIBUTED OUTSIDE OF WASHINGTON DEPARTMENTAL OFFICES OF CIA WITHOUT APPROVAL OF THE DIRECTOR OF CENTRAL INTELLIGENCE.

*Rear Admiral*  
REAR ADMIRAL, USN  
DIRECTOR OF CENTRAL INTELLIGENCE

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# CIA Organization



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# *Director, Deputy Director, JAC- Statement of Functions*

## DIRECTOR OF CENTRAL INTELLIGENCE

Subject to existing law and to the direction and control of the National Security Council, the Director of Central Intelligence:

1. Directs all activities of the Central Intelligence Agency.
2. Advises the National Security Council in matters concerning such intelligence activities of the Government departments and agencies as relate to national security.
3. Makes recommendations to the National Security Council for the co-ordination of such intelligence activities of the departments and agencies of the Government as relate to the national security.
4. Correlates and evaluates intelligence relating to the national security and provides for the appropriate dissemination of such intelligence within the Government using where appropriate existing agencies and facilities.
5. Protects intelligence sources and methods from unauthorized disclosure.
6. Performs for the benefit of the existing intelligence agencies such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally.
7. Directs such analysis as may be necessary to determine which functions in the fields of national intelligence are not being presently performed or are not being adequately performed.
8. Acts for the NSC in coordinating all federal foreign intelligence activities related to the national security to insure that the overall policies and objectives established are properly implemented and executed.
9. Performs such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct.

## DEPUTY DIRECTOR

Performs such duties and functions as directed by and acts for the Director.

## INTELLIGENCE ADVISORY COMMITTEE

As a purely advisory body, without directive powers, advises the Director of Central Intelligence on policy and procedural matters as they affect the various departmental intelligence functions and the central responsibilities of CIA. The Committee is composed of:

1. Special Assistant to the Secretary of State for Research and Intelligence.
2. Director of Intelligence, General Staff, U.S. Army.
3. Chief of Naval Intelligence.
4. Director of Intelligence, Headquarters, U.S. Air Force.
5. Director of Security and Intelligence, Atomic Energy Commission.
6. Deputy Director, Joint Intelligence Group, Joint Staff.

# *General Counsel, Advisory Council, OSO, OPC - Statement of Functions*

## GENERAL COUNSEL

Advises the Director and other members of CIA on legal matters pertaining to the administration and operations of CIA and provides essential legislative liaison service.

## ADVISORY COUNCIL

Performs special coordinating functions as directed by the Director of Central Intelligence.

## OFFICE OF SPECIAL OPERATIONS

1. Receives office missions, functions and organizational requirements direct from the Director of Central Intelligence or the Deputy Director.
2. Provides world-wide communication security and support for all of CIA except domestic telephone, central mail and registry and courier service.

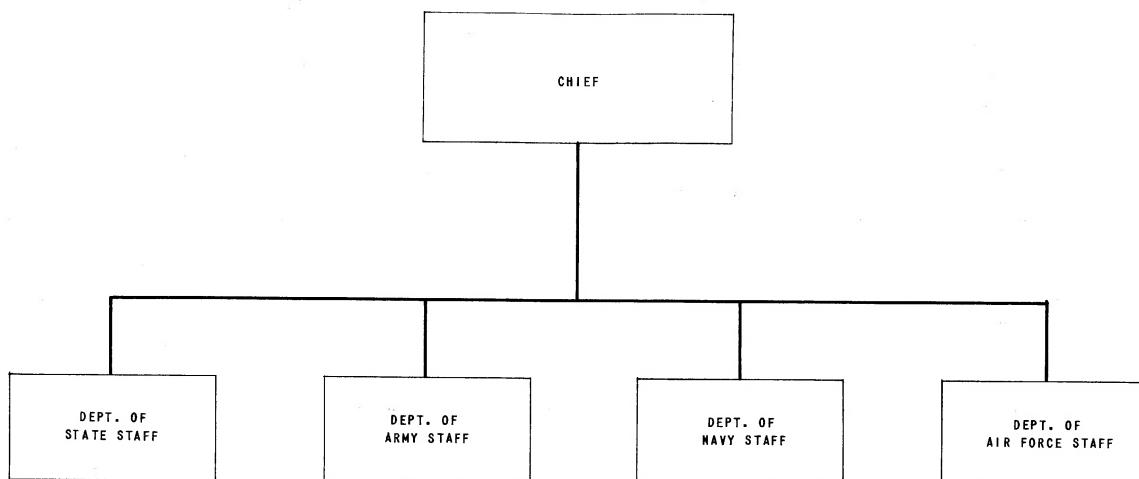
## OFFICE OF POLICY COORDINATION

Serves as an inter-agency coordination and operational activity for specialized projects.

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# ICAPS - Organization and Statement of Functions



## INTER-DEPARTMENTAL COORDINATING AND PLANNING STAFF

As the coordinating and planning staff of the Director for inter-departmental intelligence activities:

1. Coordinates inter-departmental intelligence planning for accomplishment of the national intelligence mission.
2. Prepares for the Director, with the assistance of interested CIA offices, the overall plans and policies for inter-agency intelligence coordination.
3. Provides the Director's representation on all IAC ad hoc Committees.
4. Provides such secretariat as may be required for the Director's intelligence advisory committees.
5. Maintains constant liaison with IAC agencies for the purpose of advising the Director of their reactions to CIA and inter-agency coordination.
6. Coordinates with the Executive in connection with overall program planning and development to determine the availability of administrative support.
7. Represents the Director on and controls CIA liaison with the NSC staff.

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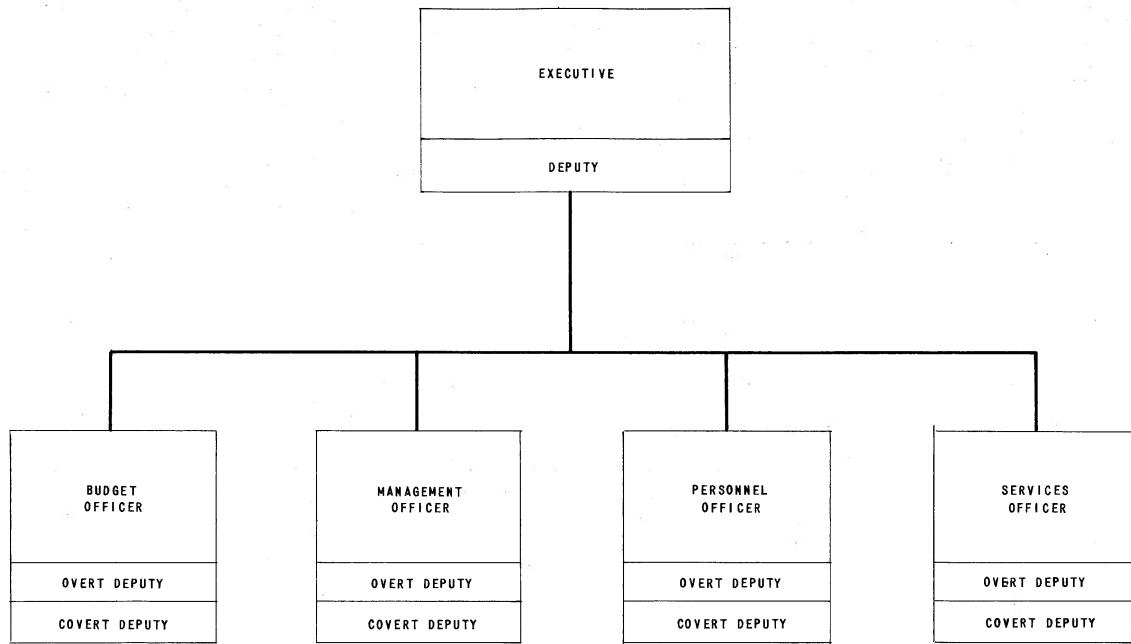
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## Executive - Organization



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***Executive - Statement of Functions***

**EXECUTIVE**

As principal staff officer of the Director for the administration of all CIA activities:

1. Coordinates administrative support with operational requirements.
2. Is the channel of communication with the Deputy Director and the Director on matters which involve administrative action or support requirements.
3. Provides and controls CIA liaison contacts with all other agencies on CIA administrative matters.
4. Supervises the organizational and functional development of the Agency.
5. Serves as Deputy Director in the absence of that official.

**DEPUTY EXECUTIVE**

Performs such duties as are assigned by the Executive, serves as Executive in the absence of that official, and is authorized to exercise the authorities legally delegated to the Executive to the extent authorized in writing by the Executive.

**MANAGEMENT OFFICER**

1. In conjunction with the operating offices of CIA, develops organization and functions to best carry out agency responsibilities, and makes recommendations to effect improved organization and functions and eliminate unnecessary overlaps or duplications.
2. Reviews continuously the organization and functions of CIA, ascertains manpower and organizational needs and prepares final tables of organization for approval.
3. Coordinates administrative support with program operations through the interrelating of administrative service and operational program planning.
4. In conjunction with the Budget Officer, establishes personnel ceilings for operating offices and staff activities, and supervises the overall allocation of personnel.
5. Provides overall agency operations analysis and uniform reporting and forms control.
6. Conducts overall management surveys and procedural review.
7. Consults with Budget Officer in the development and preparation of the Agency budget estimates.

**PERSONNEL OFFICER**

1. Provides an adequate procurement and placement program to meet CIA personnel requirements.
2. Arranges for detail of military personnel from the armed services to provide reasonable representation in and to meet CIA needs.
3. Plans and effects a classification and salary administration program.
4. Provides training and indoctrination for CIA employees as needed.
5. Maintains personnel position control system to reflect budgetary, classification, and organizational status of all positions.
6. Provides medical and employee relations services.

**SERVICES OFFICER**

1. Furnishes logistical support to CIA activities.
2. Prescribes property accounting procedures and maintains property accounts.
3. Procures supplies, equipment and real estate, and provides warehousing, storage, transportation facilities, building and telephone maintenance, space control, and construction service.
4. Provides reproduction, domestic telephone, graphics and allied services.

**BUDGET OFFICER**

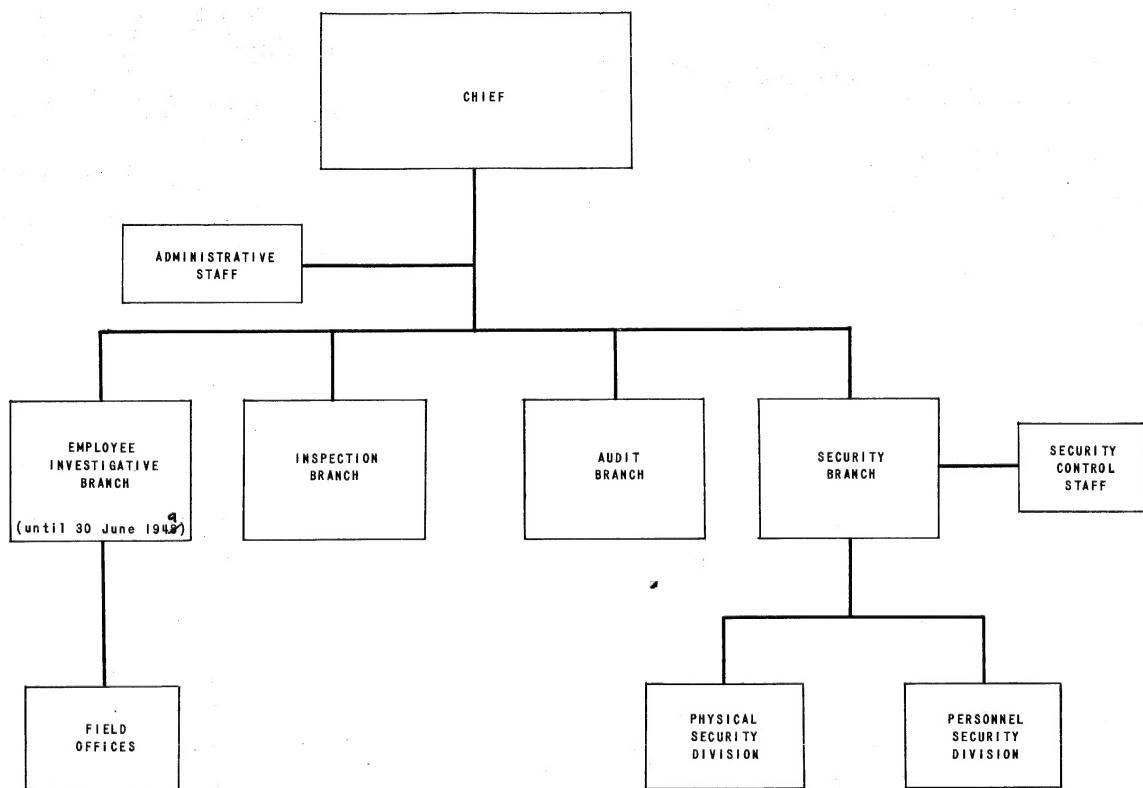
1. In coordination with the Management Officer and in continual consultation with CIA activities, constantly ascertains and develops annual budget requirements throughout each year.

2. Prepares annual budget and handles all CIA budget matters with Bureau of the Budget and other agencies.
3. Furnishes accounting and fiscal support to CIA.
4. Coordinates with Management Officer in establishment of personnel ceilings.
5. Interprets rules, regulations and procedures of the General Accounting Office, Treasury Department, and Bureau of the Budget as need arises in the administration of CIA.
6. Obtains and maintains for operational and intelligence information needs, information relative to world monetary rates and exchanges.

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## Inspection and Security - Organization



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# *Inspection and Security - Statement of Functions*

## CHIEF OF INSPECTION AND SECURITY

As a staff officer of the Director is responsible for the security of all CIA activities, except communications security, and develops in cooperation with other security agencies of the government uniform security control policies and practices on matters of mutual concern:

1. Performs special inspections and investigations directed by the Director; provides for inspection of CIA offices for security enforcement, and inspection of the utilization, maintenance, accountability for and disposition of CIA property, equipment and supplies; evaluates the property procurement program; secures reports of all violations of security policies and regulations committed by CIA personnel and initiates appropriate action in each case.
2. Undertakes such planning for security projects as may be directed by the Director.
3. Formulates and supervises the implementation of security policies relative to the safeguarding of classified information, the security of operations, personnel and installations of CIA and the eligibility of other agencies to secure CIA classified information; determines the adequacy of security controls in such agencies.
4. Provides for the examination and audit of all CIA fiscal transactions, including property procurement and transportation actions.
5. Investigates or provides for investigation, and determines security clearance of all personnel employed by or assigned to CIA, and individuals or organizations who are to be contacted by CIA on intelligence matters; maintains a central record of security reports on individuals and organizations investigated, and controls access to such records.
6. Maintains liaison with the FBI and other agencies on all personnel and physical security matters pertaining to CIA.

## DEPUTY CHIEF OF INSPECTION AND SECURITY

Exercises general supervision over the administration of this staff, performs such other duties as may be assigned by Chief of Inspection and Security and serves as the Chief in the absence of that official.

## ADMINISTRATIVE STAFF

1. Provides internal office administrative services, including budget, personnel, supply space arrangements and internal security measures, and operation of a message center.
2. Develops administrative procedures and supervises their implementation.

## EMPLOYEE INVESTIGATIVE BRANCH (Until 30 June 1949)

1. Conducts security investigations of all personnel employed by or assigned to CIA and individuals and organizations who are to be contacted by CIA on intelligence matters.
2. Develops sources of information for personnel security investigative purposes.
3. Maintains direct liaison with the FBI, other government agencies, and private concerns on personnel security investigations.

## INSPECTION BRANCH

1. Conducts special inspections and investigations as directed by the Director.
2. Inspects on a continuous basis the utilization, maintenance, and disposition of CIA property, equipment and supplies, and evaluates the property procurement program.

## AUDIT BRANCH

1. Examines and audits fiscal transactions of CIA.
2. Examines property accountability records.
3. As a result of audits and examinations recommends improvements in systems and governing procedures.

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## I & S - Statement of Functions (Cont.)

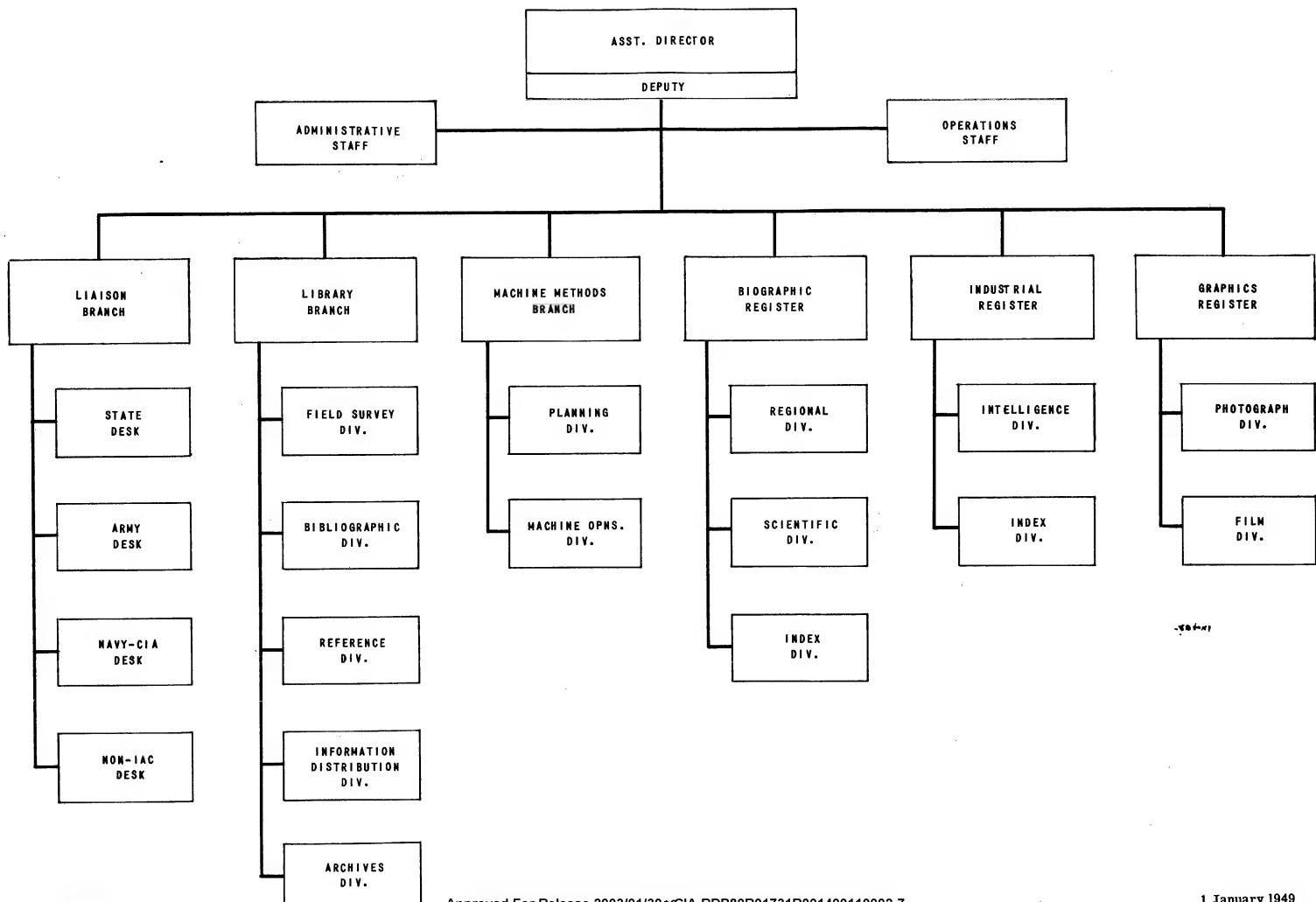
### SECURITY BRANCH

1. Develops and enforces security regulations, excluding communications security, governing CIA personnel, property, installations and intelligence materials.
2. Arranges for security investigations of applicants or other persons to be associated with the CIA, and for such re-investigations, special security investigations, name checks, or internal security investigations as are required by the security standards of the agency or by direction of the Director.
3. Determines the security clearance of all personnel employed by or assigned to CIA, and individuals and organizations who may be contacted by CIA on intelligence matters.
4. Conducts investigations to determine the security of CIA installations; indoctrinates CIA personnel as to their security responsibilities; maintains credential and visitor controls and the guard system.
5. Maintains a central record of security reports on individuals and organizations investigated and controls access to such records.
6. Maintains direct liaison with the FBI and other agencies on personnel and physical security matters.

### SECURITY CONTROL STAFF

1. Develops in cooperation with other security agencies of the government uniform security control policies and practices on matters of mutual concern.
2. Prepares overall security control policies for the collection and dissemination of intelligence materials.
3. Develops coordinated security programs for regulation of internal security practices.
4. Plans specific security projects as may be directed by the Director.

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*Office of Collection and Dissemination - Organization*



# *Office of Collection and Dissemination-Statement of Functions*

## OFFICE OF COLLECTION AND DISSEMINATION

The Office of Collection and Dissemination, under the direction of the Assistant Director for Collection and Dissemination, is responsible for CIA policy guidance in the collection and dissemination of intelligence material and provides central reference facilities available to all intelligence agencies. In carrying out this responsibility and in accordance with NSC and CIA directives, OCD:

1. Provides centralized services in the final coordination of intelligence requirements; ascertains which government facilities are best able to satisfy specific requirements; and assigns collection missions to the several governmental intelligence collecting agencies and to the CIA operating offices.
2. In conjunction with other intelligence agencies, develops and implements coordinated dissemination policies and practices, and works out improved methods for rapid correlation and dissemination of intelligence data.
3. Provides and arranges direct liaison with other government agencies in order to locate and procure intelligence materials, and coordinates operational liaison contacts between analysts of CIA and other agencies to ensure an adequate exchange of information.
4. Maintains library and archival repositories of all CIA intelligence and administrative materials; provides bibliographic, reference and loan services on these materials; develops agency-wide systems of record management for adequate document control within CIA.
5. Provides support by business machines and other special equipment for those operations of CIA and other government agencies which can benefit by their use; maintains files and machine indexes of bibliographic, biographic, industrial and graphic intelligence data and services specialized inter-departmental requests from these facilities.
6. Assists ICAPS in preparation of plans, policies, and procedures for ~~inter~~-agency intelligence coordination.
7. Initiates and coordinates action taken by CIA in order to effect necessary changes in the security classification imposed upon specific documentary intelligence materials.
8. Provides agency-wide messenger, courier and top secret control services.

## DEPUTY ASSISTANT DIRECTOR

1. Exercises general supervision over the administration of the office, performs such other duties as may be assigned by the Assistant Director, and serves as Assistant Director in the absence of that officer.

## ADMINISTRATIVE STAFF

1. Advises the Assistant Director and Deputy on administrative matters.
2. Develops administrative procedures and supervises their implementation.
3. Provides all administrative services including budget, personnel, supply and space.
4. Provides for internal security, both physical and personal.
5. Operates the CIA courier and messenger services.

## OPERATIONS STAFF

1. Develops and supervises the implementation of operational plans and procedures for the achievement of OCD's overall mission; determines priorities in personnel and budget needs among the several Registers and Branches; and coordinates operations so as to ensure a maximum of output and efficiency.
2. Develops and implements a system of rotating work assignments designed to establish a staff of employees thoroughly conversant with all phases of OCD operations.

## LIAISON BRANCH

1. Receives intelligence requirements from within and outside CIA, screens out duplications and overlaps, and effects final coordination of the requirements by direct consultation with the offices concerned.
2. Issues Collection Directives expressive of requirements, utilizing the collecting and reporting facilities of CIA and other government agencies which can best produce the requested material without unproductive duplication and overlap.
3. Disseminates intelligence information and intelligence to CIA components and other agencies in accordance with outstanding requirements and the overall policy of informing those who need to know.
4. Ascertain, by continuing analysis of the successes and failures achieved, the capabilities of the several agencies to collect required intelligence information; and initiates, as appropriate, recommendations designed to strengthen the overall collection effort.
5. Maintains rosters of personnel in CIA and other agencies authorized and qualified to conduct operational liaison, coordinates operational liaison contacts, and promotes effective interchange of intelligence information between CIA and other agencies.

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*OCD-Statement of Functions (Cont.)*

LIBRARY BRANCH

1. Serves as a central repository for documentary foreign intelligence materials received and produced by CIA.
2. Catalogs all documentary materials received and, when appropriate, indexes their intelligence content for rapid exploitation by research analysts.
3. Provides reference and bibliographic services to all offices of CIA and the IAC Agencies.
4. Procures, by inter-library loan or purchase, documentary intelligence materials required by CIA.
5. Administers a records management and archival program, and provides Top Secret Control services, within the Agency to facilitate handling and disposition of both administrative and intelligence materials.
6. Coordinates CIA Liaison with the Library of Congress, National Archives and other government agencies on library, archival and records management matters.
7. Surveys holdings of other libraries for intelligence data, indexes and, upon request, obtains such data for utilization by CIA and other intelligence agencies.

MACHINE METHODS BRANCH

1. Investigates, develops and adapts machine processes for identifying, collating, reproducing and communicating intelligence data.
2. Advises and assists the several Registers of OCD in the development and performance of machine operations best suited to the effective execution of their several missions.
3. Performs such specific machine operations for other offices as may be assigned.
4. Provides advisory services for other offices of CIA and the IAC agencies, upon request, concerning the adaptation of special equipment and business machines to national intelligence operations.

BIOGRAPHIC REGISTER

1. Performs those central services, in the processing and maintenance of biographic data on foreign personalities and organizations, which are required for successful inter-departmental coordination in the biographic aspects of national intelligence.
2. Assumes primary inter-agency responsibility for the maintenance of biographic data on foreign scientific and technological personalities.
3. Maintains a central machine index and file of biographic data on foreign personalities and organizations to service requirements of CIA and the IAC agencies.
4. Ascertains the quantity and quality of biographic data available for national intelligence purposes and initiates recommendations designed to improve and strengthen the government's biographic intelligence coverage.

INDUSTRIAL REGISTER

1. Performs central services which are needed for the effective inter-departmental correlation and analysis of intelligence information concerning industrial potential and installations in all foreign countries.
2. Correlates incoming items of foreign industrial intelligence information received from all sources, and prepares consolidated summaries thereof.
3. Maintains a central machine index and file to provide rapid listings of and reports on all types of industrial installations in a given area--showing resources, productive capacity, and other selected information to satisfy industrial intelligence requirements of CIA and other agencies.
4. Ensures adequate interchange of foreign industrial information through direct liaison with appropriate units of other government agencies.
5. Ascertains the extent and quality of overall U. S. coverage on foreign industrial intelligence and initiates recommendations designed to improve and strengthen such coverage.

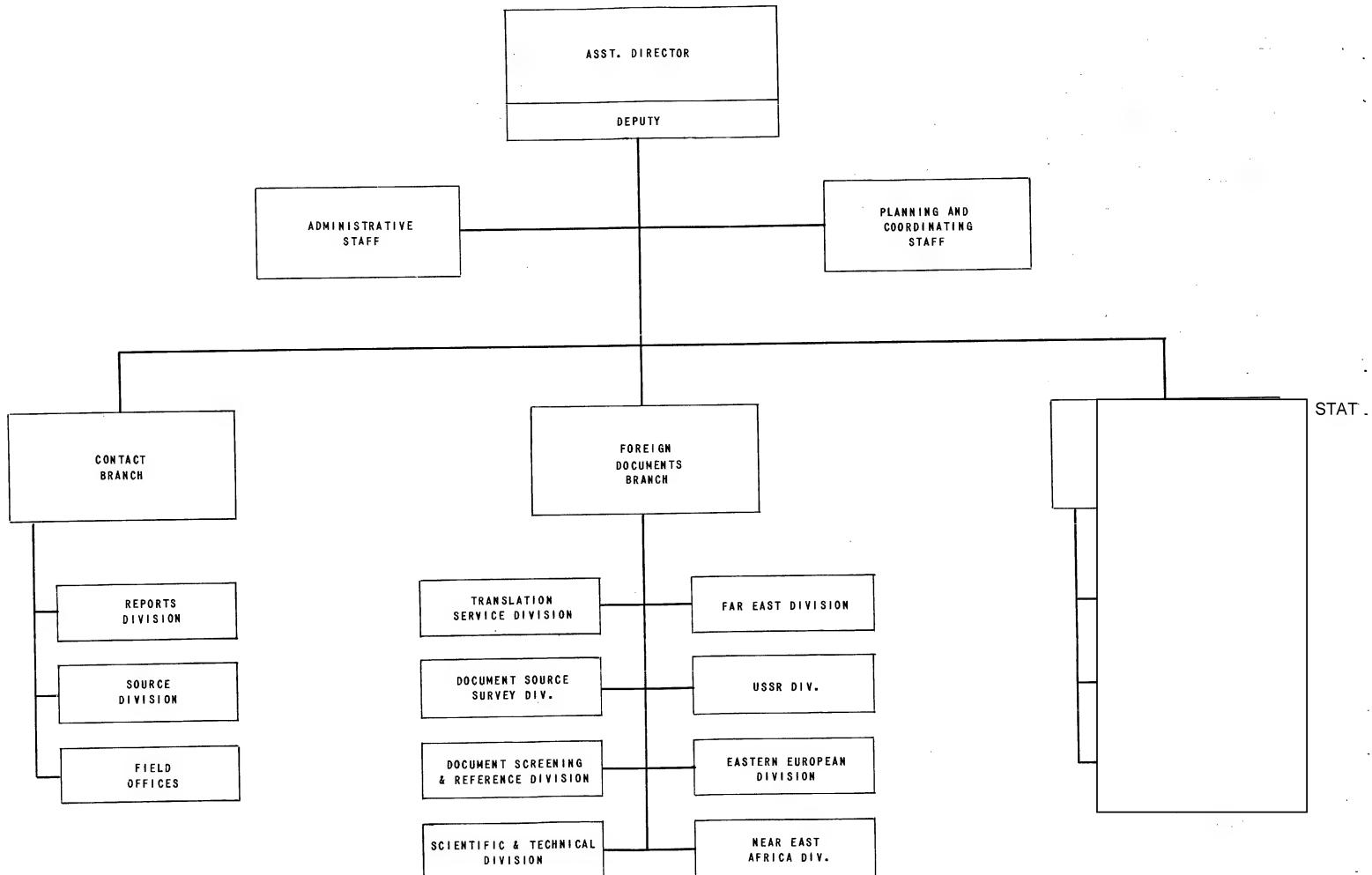
GRAPHICS REGISTER

1. Serves as a central repository for intelligence materials in photographic and cinematographic form received and produced by CIA.
2. Catalogs all pictorial materials received and, when appropriate, indexes their intelligence content for rapid exploitation by research analysts.
3. Surveys the photographic and motion picture holdings of other agencies to ascertain the quantity and quality of foreign intelligence coverage in these media.
4. Initiates procurement and reproduction of pictorial materials required for national intelligence purposes.

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## Office of Operations - Organization



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## *Office of Operations - Statement of Functions*

### OFFICE OF OPERATIONS

As a centralized collection service for CIA and the IAC agencies, the Office of Operations under the direction of the Assistant Director for Operations:

1. Provides centralized facilities for the exploitation of primary sources and the collection of foreign intelligence information directly from individuals and non-government organizations within the U. S., from foreign language documents, and from foreign broadcasts to satisfy intelligence requirements.
2. Directs and coordinates its collection services in accordance with requirements for information necessary for the production of departmental and national intelligence.
3. Assigns collection missions to its Branches to meet requirements received from OCD.
4. Maintains close liaison with OCD to insure prompt transmittal of information collected to all interested recipients.
5. Assists ICAPS in preparation of plans, policies, and procedures for inter-agency intelligence coordination.

### DEPUTY ASSISTANT DIRECTOR

Exercises general supervision over the administration of the office, performs such other duties as may be assigned by the Assistant Director, and serves as Assistant Director in the absence of that officer.

### ADMINISTRATIVE STAFF

Provides internal office administrative services, including budget, personnel, supply, internal security controls, operation of a message center and the development and implementation of administrative procedures.

### PLANNING AND COORDINATING STAFF

1. Studies the operations and methods of the several branches to assist in the development of coordinated plans and programs, and coordinates activities of the Office of Operations with other offices of CIA.
2. Analyzes the output of intelligence information by the several branches and recommends to the Assistant Director for Operations such changes in methods or procedures as may improve branch operations, total collection functions, and the quantity and quality of production.
3. Gives assistance to the branch chiefs as directed by the Assistant Director.

### CONTACT BRANCH

1. Determines the foreign intelligence potential of non-governmental organizations and individuals in the United States, aliens and U. S. nationals, and develops information on such organizations and individuals needed to exploit them as sources of foreign intelligence information.
2. Establishes and develops contacts with these organizations and individuals having connections abroad, and collects foreign intelligence information from them, in close coordination with the IAC and other interested agencies. Exploitation of aliens is subject to concurrence of the FBI.
3. Clears, coordinates, controls and assists contacts with these sources for the collection of foreign intelligence information by other components of CIA and by the IAC agencies.
4. Coordinates with I & S regarding procedures and standards for security clearance of these sources, and is responsible for such protection of source identity as may be required.
5. Prepares, for dissemination, intelligence information reports from material obtained from these sources including material obtained by other agencies as a by-product of their non-intelligence relationships.
6. Coordinates with OCD in regard to intelligence requirements, and with ORE and OCD in regard to evaluation of reports.
7. Maintains an index of non-governmental sources in the U. S. utilizing the central machine facilities of OCD.

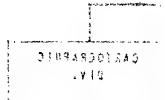
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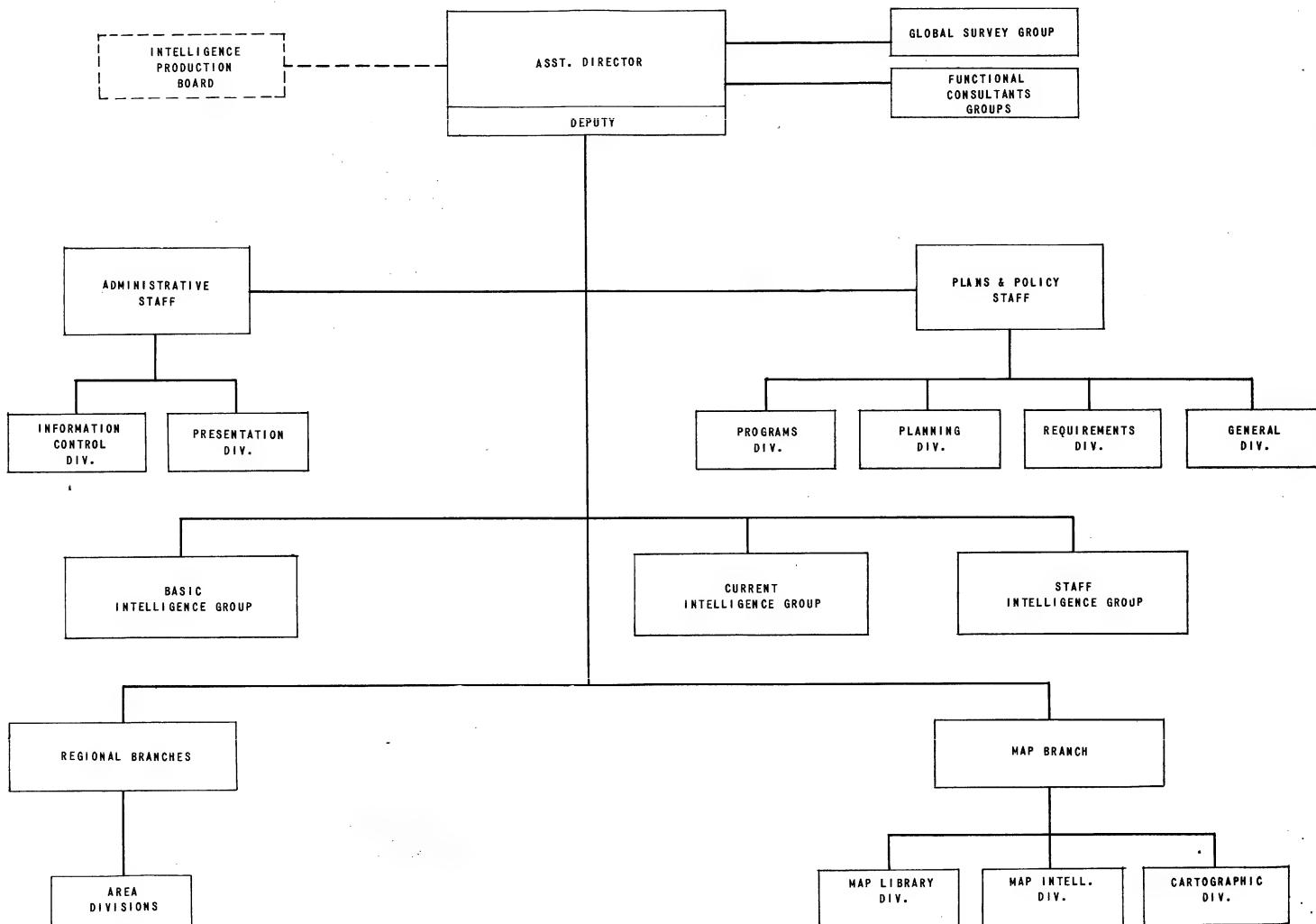
### FOREIGN DOCUMENTS BRANCH

1. Exploits foreign language documents, including current foreign periodicals, books and the foreign press, for intelligence information.
2. Prepares abstracts, translations, summaries, and bibliographies of captured documents, foreign language books and periodicals and extracts of current foreign press. Provides foreign industrial data, biographical intelligence data, and other specialized intelligence information and translations from foreign language documents as requested.
3. Coordinates with CIA offices and other government agencies in the continuous exploitation of foreign language material in order to meet established requirements.
4. Makes continuous surveys to discover additional sources of foreign language material having a foreign intelligence potential.
5. Provides CIA with a central translation service for foreign language material of intelligence value.

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## Office of Reports and Estimates - Organization



# *Office of Reports and Estimates - Statement of Functions*

## OFFICE OF REPORTS AND ESTIMATES

As the exclusive intelligence evaluation, analysis, and production components of CIA, (except for science) the Office of Reports and Estimates, under the direction of the Assistant Director for Reports and Estimates, is responsible for the production and presentation of national intelligence required for the formulation and administration of policy and operational decisions affecting national security. In carrying out this responsibility, and in accordance with NSC and CIA directives, ORE:

1. Prepares current and staff intelligence reports and estimates on a regional, functional, and global basis. Such reports and estimates present and interpret the significance of foreign conditions and developments which affect U. S. national security. Foreign intelligence trends are analyzed and future developments together with probable consequences are forecast and interpreted.
2. Coordinates and administers an inter-departmental program for the production, publication and maintenance of basic intelligence designed to meet the common requirements of CIA and the IAC agencies.
3. Formulates the National Intelligence Objectives in collaboration with the IAC agencies and under guidance of the NSC.
4. Evaluates available intelligence information and intelligence; assesses its adequacy, accuracy, and timeliness, and prepares reports of such assessments for the guidance of collection and producing agencies to assure that all fields of intelligence bearing on the national security are adequately covered.
5. Formulates requirements for the collection and exploitation of intelligence data to insure receipt of material necessary for fulfillment of production requirements.
6. Advises the Director of Central Intelligence on programs, plans, policies and procedures for the production of national intelligence.
7. Assists ICAPS in preparation of plans, policies, and procedures for inter-agency intelligence coordination.

## THE DEPUTY ASSISTANT DIRECTOR

Exercises general supervision over the administration of the office, performs such other duties as may be assigned by the Assistant Director, and serves as Assistant Director in the absence of that officer.

## INTELLIGENCE PRODUCTION BOARD

The Intelligence Production Board comprised of the Assistant Director for Reports and Estimates as Chairman, the Chief of Plans and Policy Staff, the Chiefs of Staff Groups and the Chiefs of each producing component as members:

1. Reviews the national intelligence production requirements as consolidated by the Plans and Policy Staff.
2. Reviews and approves the periodic issuance of the CIA Intelligence Production Plan and the CIA Presentation Plan.
3. Reviews and determines the specifications for each report and estimate not mutually agreed upon between producing components and Staff Groups concerned.
4. Reviews and finalizes drafts of reports and estimates not mutually agreed upon between producing components and staff groups concerned prior to the coordination process of the IAC agencies.
5. Reviews the ORE finished intelligence productions.
6. Reviews problems relating to intelligence production.

The Board is convened in whole or in part by the Chairman for the above purposes, in accordance with the nature of the problem under consideration and the degree to which the separate producing components and staff groups are concerned.

## GLOBAL SURVEY GROUP

As the advisory and production component of ORE with responsibility for the production of national intelligence on a global basis:

1. In coordination with other producing components of ORE produces and presents national intelligence designed to appraise and interpret the world-wide situation, and the world-wide effects of specific foreign situations, in their relation to the security and strategic interests of the United States.
2. Within its sphere of responsibility, reviews reports and estimates produced by other ORE components and makes recommendations from a global point of view regarding the adequacy of treatment.
3. Reviews the formulated national intelligence objectives and recommends the overall relative priority designation in each case.

## *ORE- Statement of Functions (Cont.)*

### FUNCTIONAL CONSULTANTS GROUPS

As advisory and production components of ORE with primary interest and responsibility for reporting on economic and other functional subjects included in Regional Branch responsibilities but requiring treatment on a specialized functional intelligence basis:

1. Provide expert consultant services within specialized functional fields to the other producing components of ORE, and collaborates with them in the fulfillment of their prescribed responsibilities.
2. Review as required, intelligence produced by other ORE components and make recommendations regarding the adequacy of treatment of those sections which have a bearing on their specialized subject matter fields.
3. Prepare timely Current and Staff intelligence reports and estimates on specific subjects, which in a given functional field are inter-regional or technically specialized in character.
4. Participate in the formulation of the National Intelligence Objectives.
5. Evaluate pertinent intelligence information and intelligence; assess its adequacy, accuracy, and timeliness, and prepare reports of such assessments for the guidance of collection, source exploitation and producing agencies, to insure that all significant fields of intelligence bearing on the national security are adequately covered.
6. Formulate requirements for the collection and exploitation of intelligence data necessary for the fulfillment of production requirements.

### ADMINISTRATIVE STAFF

As the administrative unit of ORE:

1. Advises the Assistant Director and Deputy on administrative matters.
2. Operates the CIA Situation Room and provides facilities for presentations and interrogations.
3. Develops administrative procedures and supervises their implementation.
4. Provides all administrative services, including budget, personnel, supply, and space.
5. Provides for internal security, both physical and personal.
6. Disseminates all incoming intelligence information within ORE.

### PLANS AND POLICY STAFF

As the advisory staff to the Assistant Director for Reports and Estimates, and the components of his Office on plans, policies and procedures pertaining to fulfillment of the ORE mission:

1. Reviews continuously the organization and operation of ORE to insure adequate fulfillment of its assigned mission.
2. Prepares and recommends to the Assistant Director, after consultation with appropriate ORE components, organizational and operational plans, programs, policies, and procedures, as may be required to facilitate the production of national intelligence, and reviews execution of approved action.
3. Processes and reviews ORE requirements for intelligence data obtainable from all sources. In collaboration with other CIA components and the IAC agencies, coordinates and consolidates assessments of adequacy, accuracy, and timeliness of available intelligence data, and recommends CIA action calculated to remove qualitative and quantitative deficiencies.
4. Coordinates the formulation of the national intelligence objectives by ORE, in collaboration with the IAC agencies and under guidance of the NSC.
5. Coordinates outside agency liaison requirements of ORE and makes necessary arrangements with OCD for the ORE liaison.

### BASIC INTELLIGENCE GROUP

As the ORE component having staff responsibility for Basic Intelligence:

1. Ascertains CIA and inter-departmental interests in basic intelligence, and, in collaboration with appropriate agencies, establishes requirements for its production.
2. Accomplishes, in collaboration with appropriate agencies, the allocation of responsibilities for the production and maintenance of basic intelligence, including such allocations within ORE as are deemed appropriate.
3. Administers the program for the production and maintenance of the National Intelligence Surveys, including the determination of production priorities and schedules, the coordination of effort between producing components, the allocations within ORE of responsibilities for substantive review of basic intelligence produced externally, the editing, and arranging for publication of the finished product.

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## *ORE-Statement of Functions (Cont.)*

### CURRENT INTELLIGENCE GROUP

As the ORE component having staff responsibilities for the production of current intelligence:

1. Recommends to the Assistant Director for Reports and Estimates on the basis of consultation with appropriate ORE components, the nature, scope, terms of reference, format, and periodicity of the various media required to present national current intelligence.
2. Coordinates the production of current intelligence within ORE; selects and presents those items of current intelligence prepared by ORE producing components, which in the interests of national security should be brought to the attention of the President and the Cabinet and Staff officers of the State, Army, Navy, and Air departments. Publishes and arranges for the dissemination of such current intelligence.
3. Screens current intelligence material and selects for the Director of Central Intelligence such items which should come to his attention.
4. Administers and maintains watch services in order to insure continuous coverage of current situations and developments.

### STAFF INTELLIGENCE GROUP

As the ORE component having staff responsibility for the production of staff intelligence:

1. Based on consultation with ORE producing components, recommends to the Assistant Director for Reports and Estimates the nature, scope, terms of reference and format of reports and estimates required to present national staff intelligence.
2. Administers the program for the production of national staff intelligence, including: the scheduling of individual reports and estimates; the allocation of production responsibilities within ORE, and to the IAC agencies; and the coordination of production within ORE.
3. Obtains concurrences or dissents from the IAC agencies; reviews and arranges for the publication of and arranges for the dissemination of the finished product.

### REGIONAL BRANCHES

As intelligence evaluation, analysis, and production components of ORE, the Regional Branches have primary interest in, and responsibility for the production and presentation of national intelligence reports and estimates each within the limits of its assigned geographical area. In carrying out this responsibility, each Regional Branch:

1. Prepares timely current and staff intelligence reports and estimates and is responsible for the facts and interpretations contained therein.
2. Reviews reports and estimates produced by other ORE components and makes recommendations regarding the adequacy of treatment of those sections which have a bearing on their designated geographical area of responsibility.
3. Makes substantive review of basic intelligence produced by other agencies, and advises the Basic Intelligence Group on its adequacy for inclusion in the National Intelligence Surveys.
4. Participates in the formulation of the National Intelligence Objectives.
5. Evaluates available intelligence information and intelligence; assesses its adequacy, accuracy, and timeliness, and prepares reports of such assessments for the guidance of collection, source exploitation and producing agencies to assure that all significant fields of intelligence bearing on the national security are adequately covered.
6. Formulates requirements for the collection and exploitation of intelligence data in order to insure receipt of material necessary for fulfillment of production requirements.

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## *ORE-Statement of Functions (Cont.)*

### MAP BRANCH

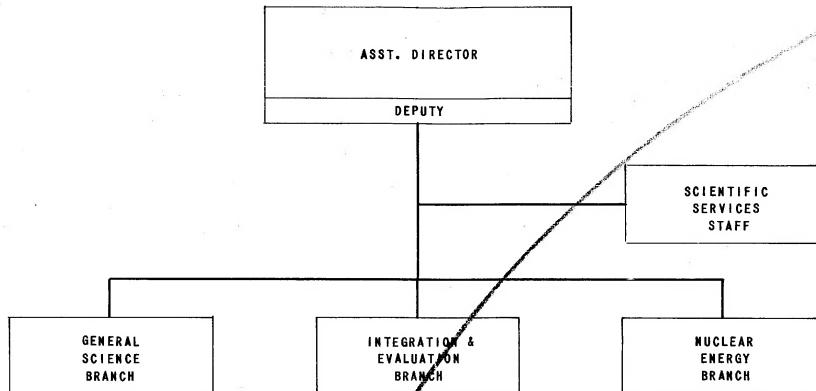
As an inter-departmental map intelligence facility, and in collaboration with appropriate components of CIA, the Map Branch:

1. Assists other components of CIA and IAC agencies in the interpretation of geographic information and map intelligence.
2. Prepares in coordination with other components of ORE, reports which evaluate the accuracy, suitability and adequacy of available maps and charts for specific intelligence purposes; presents and interprets territorial claims and boundary disputes; and furnishes other cartographic and textual presentations of intelligence data.
3. Compiles and constructs for IAC agencies specialized maps to accompany intelligence reports and to meet other specific intelligence requirements.
4. Under the overall coordination of the Basic Intelligence Group, assists in the basic intelligence program by preparing standard map bases and final map presentations, by coordinating map requirements and specifications with contributing agencies, and by coordinating and contributing to the Map and Chart Appraisal Chapter of National Intelligence Surveys.
5. Coordinates the formulation of inter-departmental requirements for the procurement of foreign maps, charts, and related data.
6. Maintains the CIA map collection and related geographic information on foreign areas, and provides inter-departmental loan and distribution services in connection therewith.

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## Office of Scientific Intelligence - Organization & Statement of Functions



### OFFICE OF SCIENTIFIC INTELLIGENCE

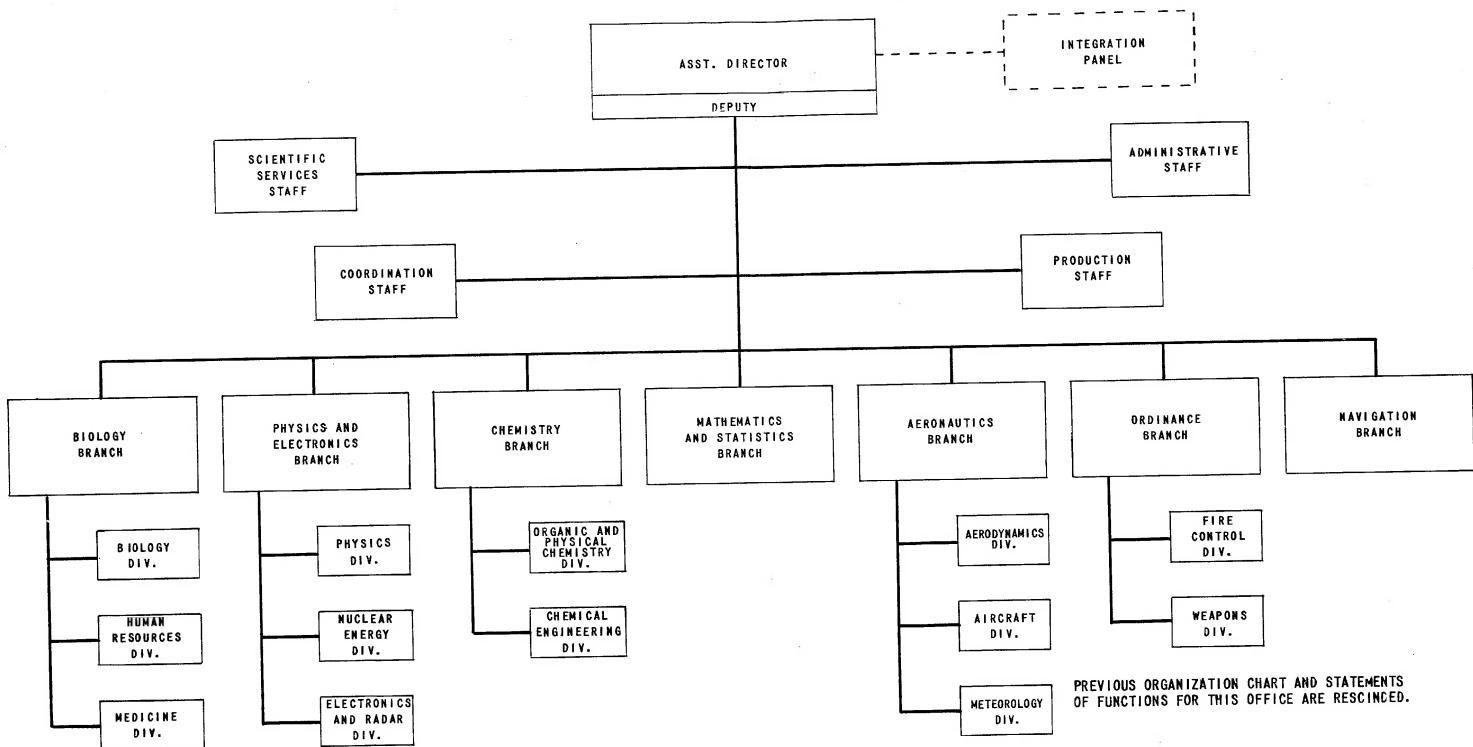
As the primary intelligence evaluation, analysis and production component of CIA with exclusive responsibility for the production and presentation of national scientific intelligence:

1. Prepares scientific intelligence reports and estimates designed to present and interpret the status, progress and significance of foreign scientific research and developments which affect the capabilities and potentials of all foreign nations.
2. Makes substantive review of basic scientific intelligence produced by other agencies and advises ORE on its adequacy for inclusion in the National Intelligence Surveys.
3. Participates in the formulation of the National Scientific Intelligence Objectives.
4. Evaluates available scientific intelligence information and intelligence; assesses its adequacy, accuracy, and timeliness, and prepares reports of such assessments for the guidance of collection, source exploitation and producing agencies to assure that all significant fields of scientific intelligence bearing on the National security are adequately covered.
5. Formulates requirements for the collection and exploitation of scientific intelligence data in order to insure receipt of materials necessary for fulfillment of production requirements.
6. In collaboration with appropriate CIA components and the IAC agencies, advises and aids in the development, coordination and execution of the overall plans and policies for inter-agency scientific intelligence.

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*Office of Scientific Intelligence Organization*



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 REAR ADMIRAL, USN  
 DIRECTOR OF CENTRAL INTELLIGENCE

# Office of Scientific Intelligence - Statement of Functions

## OFFICE OF SCIENTIFIC INTELLIGENCE

As the CIA component with primary responsibility for scientific intelligence analysis, evaluation, production and presentation, the Office of Scientific Intelligence under the direction of the Assistant Director for Scientific Intelligence:

1. Prepares scientific intelligence reports and estimates designed to present and interpret the status, progress and significance of foreign scientific research and developments which affect the capabilities and potentials of all foreign nations.
2. Makes substantive review of basic scientific intelligence produced by other agencies and advises ORE on its adequacy for inclusion in the National Intelligence Surveys.
3. Formulates the national scientific intelligence objectives in collaboration with the IAC agencies and under the guidance of the NSC.
4. Evaluates available scientific intelligence information and intelligence; assesses its adequacy, accuracy and timeliness and prepares reports of assessments for the guidance of collection, source exploitation and producing agencies to assure that all significant fields of scientific intelligence bearing on the National security are adequately covered.
5. Formulates requirements for the collection and exploitation of scientific intelligence data in order to insure receipt of materials necessary for fulfillment of production requirements.
6. In collaboration with appropriate CIA components and the IAC agencies, advises and aids in the development coordination and execution of the overall plans and policies for inter-agency scientific intelligence production.
7. Advises the Director of Central Intelligence on programs, plans, policies and procedures for the production of national scientific intelligence.
8. Assists ICAPS in preparation of plans, policies and procedures for inter-agency scientific intelligence coordination.

## DEPUTY ASSISTANT DIRECTOR

Exercises general supervision over the administration of the office, performs such other duties as may be assigned by the Assistant Director and serves as Assistant Director in the absence of that officer.

## INTEGRATION PANEL

The Integration Panel comprised of the Assistant Director for Scientific Intelligence as Chairman, the Deputy Assistant Director as Vice Chairman and Chief, Production Staff, Chief, Coordination Staff and Branch Chiefs as members:

1. Reviews and determines the specifications for each report and estimate not mutually agreed upon by the appropriate producing components of OSI.
2. Reviews and finalizes drafts and reports and estimates not mutually agreed upon by the producing components prior to the coordination process of the IAC Agencies.
3. Reviews finished OSI intelligence production.
4. Reviews problems relating to scientific intelligence production.

The Panel is convened in whole or part by the Chairman for the above purposes, in accordance with the nature of the problem to be considered and the degree to which the separate producing components are concerned.

## SCIENTIFIC SERVICES STAFF

1. Maintains constant liaison through established CIA channels with those Government agencies authorized to receive scientific intelligence from CIA to insure that those agencies are receiving intelligence according to their needs and to promote the effective interchange of scientific information.
2. Supplies necessary technical advice to secure the supplies, equipment and contractual services necessary to the production of scientific intelligence.
3. Serves as the channel for the procurement, receipt and distribution of intelligence materials for OSI. Assures the proper flow of information internally to analysis groups to fulfill requirements.
4. Maintains a continuing current control and record of the progress and status of all projects, studies or reports.
5. Provides classification and coding support to the OCD machine operations for OSI reference and research.
6. Provides necessary technical clerical assistance for the entire office.

## ADMINISTRATIVE STAFF

1. Advises the Assistant Director and Deputy Assistant Director on administrative matters.
2. Develops administrative procedures and supervises their implementation.
3. Provides all administrative services on matters of budget, personnel, supply, space, message center and internal messenger service.
4. Provides for internal physical and personnel security.

## COORDINATION STAFF

1. Performs the overall coordination for the Office of Scientific Intelligence to assure adequate fulfillment of assigned missions.
2. Prepares and presents to the Assistant Director for Scientific Intelligence organizational and operational plans, programs, policies and procedures required to facilitate the production of national scientific intelligence.
3. Assures that all significant fields of scientific intelligence are adequately covered to meet current needs.

4. Obtains concurrences or dissents from the IAC agencies and reviews and arranges for the publication and dissemination of finished scientific intelligence products.

## PRODUCTION STAFF

1. Under the direction of the Assistant Director and in consultation with the Coordinating Staff, OSI, assures accurate and prompt production of scientific intelligence to satisfy inter and intra-agency requirements.
2. Determines capacities and schedules production of the operating branches to fulfill national intelligence objectives.
3. Formulates requirements for the collection and exploitation of scientific intelligence.

## *Office of Scientific Intelligence - Statement of Functions (Cont.)*

### **SUBSTANTIVE BRANCHES**

As the intelligence analysis, evaluation and production components of OSI, the Substantive Branches have primary interest in and responsibility for the production and presentation of national scientific intelligence reports and estimates within the limits of assigned substantive fields. In carrying out this responsibility each Branch:

1. Prepares timely scientific intelligence reports and estimates and is responsible for the facts and interpretation thereof.
2. Makes a substantive review of basic scientific intelligence produced by other agencies and advises ORE as to its adequacy for inclusion in the national intelligence surveys.
3. Participates in the formulation of the national scientific intelligence objectives.
4. Evaluates available intelligence information and intelligence; assesses its adequacy, accuracy and timeliness, and prepares reports of such assessments for the guidance of collection, source exploitation and producing agencies to ensure that all significant fields of scientific intelligence bearing on the national security are adequately covered.
5. Formulates requirements for the collection and exploitation of scientific intelligence data in order to insure receipt of material necessary for fulfillment of production requirements.

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